

# Instructions for Uploading a File

## Step 1

www.mcpsonline.org/index.php/Main\_Page

Google Bookmark Mrs. Stout's Tech C... RW Treadmill Workouts How to Create a Hor... Seeley-Swan Library ... Assignment: Create ...

Page Discussion

Read Edit view history

MISSOULA COUNTY PUBLIC SCHOOLS

Forward Thinking. High Achieving.

MCPS Links

- MCPS Wiki Main Page
- MCPS Home
- MCPS Moodle
- Graduation Matters
- 21st Century Initiative

Teaching and Learning

- T & L Home
- Content Areas
- Common Core Standards

Project Resources

- About This Wiki
- Editing Tips
- Recent Changes
- Our Sandbox

Toolbox

- What links here
- Related changes
- Upload file
- Special pages
- Printable version
- Permanent link
- Upload multiple files

Main Page

Teaching & Learning

Schools

Professional Learning Communities

Forms

Committees

Graduation Matters

Leadership

21st Century Initiative

Wiki Help

Google Apps for Education

Special Education

Title I

**Click Upload File under the toolbox**

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This page has been accessed 51,127 times.

## Step 2

Special page

Upload file

Use the form below to upload files. To view or search previously uploaded files go to the [list of uploaded files](#), (re)uploads are also logged in the [upload log](#), deletions in the [deletion log](#).

To include a file in a page, use a link in one of the following forms:

- `[[File:File.jpg]]` to use the full version of the file
- `[[File:File.png|200px|thumb|left|alt text]]` to use a thumbnail image with the file name, width, text-align, and position
- `[[Media:File.ogg]]` for directly linking to the file without displaying the file

**Click Choose File or Browse**

Source file

Source filename:  No file chosen

Maximum file size: 500 MB (a file on your computer)

Preferred file types: png, gif, jpg, jpeg, doc, docx, odt, odf, ods, odp.

Prohibited file types: html, htm, js, jsb, mhtml, cmd, vxd, cpl.

ion/zip, kmz, odt, ods, odp, dll, msi, vbs, bat, com, pif,

**It is very important that your file has a unique name. If there is another file with your same name, then your file will replace the other file.**

**After you choose your file, click the upload file button on the bottom of the screen.**

## Step 3

**After you click save, you will have to answer a question as a security measure. The question will be towards the top of the screen.**